



Volunteer Job Description Skype and Phone Interviewer

Skype and phone interviews are a remote volunteer opportunity that allows BDI partners who may not be able to volunteer on-site to leverage their knowledge, resources, and relationships to help BDI job candidates prepare for the next step of their careers – successfully obtaining meaningful employment.

In this competitive and tech-saturated job market, it is essential for job candidates to come across as professional and personable in a variety of mediums: Skype, e-mail, phone, text, social media, FaceTime, etc. Many employers ask recruits to interview via phone before setting up an in-person interview with them, and some companies use Skype as an interview platform. Participating in a phone or Skype interview allows clients to build comfort and confidence interacting with technology as part of the job search and interview process. Volunteers are a critical piece of the process; by having volunteers conduct interviews, as opposed to BDI staff, we provide a more realistic experience for job candidates.

This volunteer opportunity is hosted remotely. BDI staff members will be available throughout the interview process to help troubleshoot technical issues and answer any questions from either volunteers or job candidates.

Volunteer Job Descriptions

- Participate in BDI's Disability Awareness Training.
- Meet virtually with clients to conduct mock interviews based on questions provided by BDI.
- Evaluate clients' performance in the interviews and provide feedback to clients based on criteria provided by BDI.
- Provide feedback to BDI staff on clients' performance and overall sense of their readiness to participate in interviews with prospective employers.
- Complete a survey evaluating volunteer experience with recommendations for improving opportunities for future volunteers and/or clients.